

**GODORT Technology Committee
Minutes, July 28, 12 p.m. central**

Attendees: Lora Amsberryagier, Suzanne Reinman, Ben Chiewphasa, Lisa Hartman, Samantha Hager

Lisa Hartman was welcomed onto the committee.

Samantha and Ben will continue sharing secretary duties.

Future Meetings: Lora will send out a Doodle poll to set a regular time for future meetings.

Web content responsibilities:

- The [current directory](#), which is linked to both the “Contact GODORT” button on the homepage and the current directory link under the “About GODORT” menu. The directory should be updated as soon after the Annual conference as possible. The previous year’s directory should then be added to the [past directories page](#). Also, each committee page has a link to current members that points to the current directory, so those will need to be updated as well. Samantha and Lora will work on updating the directory
- The [GODORT Chair page](#) –This page includes links to all of the Chairs’ columns in *DTTP*. Ben will reach out to Lynda (the current GODORT Chair) to see if she wants to continue, change or remove the content.
- The [conference schedules and agendas page](#) – this page is updated once the Midwinter meeting or Annual conference schedules are set. The most current meeting schedule is also added to the slideshow on the homepage. Lisa will take responsibility
- The [resolutions page](#) . Lora will take responsibility.
- Pages under the [Publications and Resources menu](#). There’s a [page for webinars](#) there as well. Lisa will do publications, Samantha will do webinars page.
- The GODORT news section on the homepage. It is set up to pull press releases from [ALA’s News and Press Center](#) that are tagged with GODORT or Government Documents Round Table. We discussed switching to GODORT’s Twitter account or Facebook feed, since press releases that mention GODORT seem to be few and far between. Lora will check in with Danielle, and Lynda (what she would like to see in its’ place)

Contact new committee chairs: A list of the new committee members is in the godorttechnology inbox. All members should contact the new chairs for the committees that they support, and include information on how to submit new content.

- a. Continuity document for new chairs. Lora will create a document to be reviewed at the next meeting.

Social media update: The Task Force recommended a separate committee to focus on social media. The report was well received. The report and next steps will be discussed during the August Steering Committee meeting.

LibGuides : The PPM says that Technology Committee will administer LibGuides accounts, but no one has administrative privileges yet. Suzanne will get access to the GODORT LibGuides. We will build a LibGuide for the Technology Committee with best practices, etc.

Archiving Webinars: Samantha will pursue this topic. She will find out if ALA currently has a system in place, research other options and report at next meeting.

Slides template: Any slide you create needs to be the same size as the template to display correctly. The file we have is blank. Suzanne will check with Hallie on Slides template.

Action items:

All members: Contact new committee chairs for the sections you support, ask them to review content for their site and share the godorttechnology@gmail.com address for submitting new content.

Ben:

- Contact Lynda re: GODORT Chair page (remove completely?, maintain or change content?)

Lora:

- Send Doodle poll to schedule regular committee meetings
- Update the GODORT Directory (with Samantha)
- Check with Danielle and Lynda re: GODORT News box on homepage and decide what should replace it.
- Create a continuity document for incoming committee chairs

Samantha:

- Research options for archiving webinars
- Help update the GODORT directory

Suzanne:

- Obtain access to the GODORT LibGuides
- Slides template – check with Hallie